COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
MEETING DATE & TIME: 23 JANUARY 2015; 2:00 –3:15
MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS		**"P" denotes Present, "A" denotes Absent, "R" denotes Regrets**	
R	Kelli Brown (Provost)	P	Susan Steele (CoHS, ECUS Vice-Chair)
P	Ben Davis (Library)	P	John Swinton (CoAS, ECUS Secretary)
R	Steve Dorman (University President)	P	Craig Turner (CoAS, ECUS Vice-Chair)
P	Lyndall Muschell (CoE, ECUS Chair Emeritus)		
GUESTS: Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)			
	Italicized text denotes information from a previous meeting.		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:00 pm by Susan Steele (Chair).		
II. Approval of Agenda	A **MOTION** *to approve the agenda* was made and seconded. Some amendments were made in the agenda circulated at the meeting from the draft circulated by email. Specifically these included (1) corrections to the minutes review and university senate meeting date (2) the addition of proposed editorial revisions to the university senate bylaws (3) consideration of the date for the 2015-16 State of the University address for inclusion in the 2015-	The agenda was approved as amended.	

	16 Governance Calendar. Each of these amendments was acceptable to all present.		
III. Approval of Minutes	A **MOTION** *to approve the minutes of the 14 Nov 2014 meeting of the Executive Committee* was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted (as circulated) to the minutes.gcsu.edu site.	The 14 Nov 2014 Executive Committee minutes were approved as posted, so no additional action was required.	
IV. Reports	Reports from each elected faculty senator were invited by Susan Steele.		

Presiding Officer Report
 	
Susan Steele
	3 Oct 2014
	1. SoCC Bylaws
	   *a. **President** I met with Dr. Dorman regarding Motion 1314.EC.001.B that proposed revisions to the university senate bylaws affecting the Subcommittee on the Core Curriculum (SoCC). He has not approved this motion due to concerns about two areas of the proposed language. He requested revisions to these two areas or he feels he needs to veto the motion.*
	   *b. **SoCC** I had a telephone meeting with SoCC Chair Julia Metzker to brief her on my meeting with President Dorman. I asked Julia to facilitate a discussion with SoCC members to see if revisions to address President Dorman's concerns could be identified. SoCC discussed this matter at its weekly meeting on 26 Sep 2014, and Craig Turner and I were asked to*
		3 Oct 2014
		***Fraud Prevention Task Force** As no volunteer from ECUS was forthcoming, Susan Steele to broaden her search for a University Senate representative to the full University Senate.*
			3 Oct 2014
			Susan Steele to seek a representative of the University Senate to serve on the Fraud Prevention Task Force.
			
			23 Jan 2015
			Susan Steele sought and found a representative of the University Senate, Ben McMillan, to serve on the Fraud Prevention Task Force

	be present at the SoCC meeting on 3 Oct 2014.	
	2. **Diversity Action Plan** *I met with Veronica Womack regarding the diversity action plan. She would like university senate involvement and I will be seeking input from ECUS and the full university senate on ways to support and become engaged in the diversity plan.*	
	a. *Contextual information regarding the consideration of seeking university senate endorsement of the diversity action plan from the previous year was offered by Lyndall Muschell.*	
	b. *Former SoCC Chair John Swinton noted that SoCC had requested an operational definition of diversity from the Diversity Action Team during 2013-2014 for possible use in the implementation of overlays.*	
	3. **Fraud Prevention Task Force** *I received a request from Dr. Bruce Harshbarger for a volunteer to represent the University Senate on the Task Force that will plan a Fraud Prevention Event to be held on campus. This is a USG initiative and is required of each USG institution. I am seeking a volunteer from either ECUS or the University Senate.*	
	4. **Compliance Committee** *I am representing University Senate on the newly formed Compliance Committee chaired by Julia Hann. This group has met once. Input*	

regarding faculty, staff and student roles in compliance were brought forward for consideration.

5. ***Faculty Club*** *Discussion held informally with Craig Turner, and later with Jan Clark regarding a proposal for the allocation of campus space for a faculty club.*

6. ***Policies*** *Proposed policies were received from Chief Information Officer Robert Orr and Provost Kelli Brown regarding Institutional Technology and Student Opinion Surveys, respectively.*

7. ***Proposing Items*** *I fielded requests from two members of the university community regarding how to propose an issue for consideration by the university senate.*

8. ***Parking*** *I met with Dean Sandra Gangstead regarding a parking issue affecting adjunct faculty in the College of Health Sciences. She agreed to seek information from the other deans regarding whether this affected other colleges or only the College of Health Sciences. If it is a campus-wide issue, it might be forwarded to ECUS for steering to a standing committee.*

9. ***Governance Retreat*** *All the outstanding bills from the 2014 Governance Retreat will be paid from funds in the university senate budget.*

14 Nov 2014

As Susan Steele had extended regrets and was unable to attend the meeting, there was no Presiding Officer Report.

23 Jan 2015

1. **Academic Leadership Meeting** Susan Steele attended the January 2015 meeting of the Academic Leadership Team with introductions of Carolyn Denard, Joseph Peters, and Ramon Blakely and updates from different areas. At this meeting, Susan Steele reported on the executive committee oversight for academic unit elected faculty senator elections.
2. **Risk Task Force** Susan Steele attended the Risk Task Force meeting to represent the University Senate.
3. **USG Updates** Susan Steele had obtained USG updates to be shared as information.
4. **Student Opinion Survey Policy** Susan Steele had followed up with FAPC Chair Tom Toney regarding the status of FAPC deliberation on the SRIs (student opinion survey; SRI is an acronym for *Student Ratings of Instruction*) policy sent to FAPC during fall 2014 semester. This policy was still an ongoing matter of deliberation for the Faculty Affairs Policy Committee (FAPC).
5. **Questions for Discussion**
   a. What action should be taken by ECUS if policy is not brought forward when requested by the administration? This

	was discussed briefly and the general agreements were that ECUS steers items (such as proposed policies) to committees for review and is also authorized to facilitate communication between the receiving committee and administration to share information, offer clarifications and guidance, and share time-sensitivity guidance and timeline requests. b. Future impact of oneusg initiative to standardize shared services.		
Past Presiding Officer Report **Lyndall Muschell**	Lyndall Muschell indicated that she had nothing to report as Past Presiding Officer.		
Presiding Officer Elect Report **John Swinton**	John Swinton indicated that he had nothing to report as Presiding Officer Elect. He did have a report as Subcommittee on Nominations Chair. 1. **Motion** The motion (1415.CN.002.O) for the three replacements to the university senate has been entered into the online motion database. The replacements are (1) Mike Gleason for Andrei Barkovskii as College of Arts and Sciences elected faculty senator and APC member (2) Tyler Bragg for Moriah Thomas as selected student senator and SAPC member (3) Karen Berman for Bill Fisher as the Presidential Appointee to FAPC. Further details (terms of service) are available in the supporting documents included with the motion as entered into the online motion database.		

	2. **<u>Election Oversight</u>** All the academic units (four colleges and the library) have submitted their elected faculty senator election procedures which have been archived to the University Senate Green Page with url http://us.gcsu.edu.		
Secretary Report **Craig Turner**	*<u>14 Nov 2014</u>* 1. *<u>**Redbooks**</u> Craig Turner noted that he had brought to this meeting nine copies of the 10th edition of the American Association of University Professors Policies and Reports – more commonly known as The AAUP Redbook due to its red cover – which belonged to the University Senate. Further, he noted that the 11th edition of this AAUP Redbook would soon be available (its publication and availability anticipated in January 2015). The question was: What to do with these nine copies? After a brief discussion, there was agreement by those present to first offer these copies to the committee officers at the 14 Nov 2014 3:30pm meeting of the Executive Committee with the Standing Committee Chairs, and second if there were any copies remaining, to offer them to the elected faculty senators at the 5 Dec 2014 meeting of the University Senate. Note: During the preparation of these minutes, it was known that all nine copies were distributed to committee officers at the 14 Nov 2014 meeting of the Executive Committee with Standing Committee Chairs.* 2. *<u>**Elected Faculty Senator on Leave**</u> Craig Turner noted that he and Susan Steele had received an email from elected faculty*		*<u>14 Nov 2014</u>* 1. *John R. Swinton Chair of the Subcommittee on Nominations to contact Indiren Pillay to see how the constituency of elected faculty senator Andrei Barkovskii (who has indicated he will take a professional leave during Spring 2015) would like to be represented during the Spring 2015 semester.* 2. *Susan Steele to ensure that the recently hired Chief Human Resources Officer Leslie Pierce is aware of the need for a verification list to be circulated by Human Resources as part of the implementation of the Service Recognition Policy.* **23 Jan 2015** 1. John R. Swinton Chair of the Subcommittee on Nominations did contact Indiren Pillay

senator Andrei Barkovskii indicating that Andrei would be on professional leave during the Spring 2015 semester and did not intend to attend meetings of the university senate or its committees during this time. A relevant university senate bylaw states

> *II.Section1.B.*
>
> *Replacements. Vacancies (i.e. professional leave, sick leave, etc) or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment.*
>
> *To initiate this process the individual or proxy (i.e., colleges/library, Student Government Association, Staff Council, presidential appointee) should notify the Chair of the Committee on Nominations in writing (electronic forms are acceptable).*

It was further noted that the current elected faculty senator term of Andrei Barkovskii ended 1 May 2015. During discussion, a consensus opinion emerged that this information should be shared with the constituency of Andrei Barkovskii (his department colleagues) who could then decide if they wanted to name a replacement to complete the term of Andrei Barkovskii and serve as their elected faculty senator for Spring 2015. As current Chair of the Subcommittee on Nominations, this responsibility fell to John R. Swinton.

3. ***Service Recognition Policy*** *A concern regarding the implementation of this*

to see how the constituency of elected faculty senator Andrei Barkovskii (who has indicated he will take a professional leave during Spring 2015) would like to be represented during the Spring 2015 semester. It was determined that Mike Gleason would complete Andrei's term.

2. Susan Steele will ensure that the recently hired Chief Human Resources Officer Leslie Pierce is aware of the need for a verification list to be circulated by Human Resources as part of the implementation of the Service Recognition Policy. In particular, there is a meeting scheduled for 27 Jan 2015 at 3:00 pm to discuss this matter and ensure this awareness. The meeting attendees include Leslie Pierce, Crystal Reeves, Monica Starley, Susan Steele, and Craig Turner.

3. Susan Steele to share with President Dorman

policy that was discussed earlier this academic year by the Executive Committee may still be unresolved. The primary point of concern was whether or not a list seeking the verification of the time in service has been circulated to supervisors as called for in the policy. The specific policy language is

The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.

> *• Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service.*
> *• A list of all employees, including their length of service, shall be distributed to supervisors by August 1st each year. Supervisors shall be responsible for confirming with the employee that the length of service is accurate. Discrepancies shall be reported immediately to the Office of Human Resources and Employee Relations.*
> *• To assist in the identification process, employees with discrepancies or unusual service records (e.g. non-continuous service, leave of absence, part-time to full-time) are encouraged to complete the Employee Service Update Form and submit it to the Office of Human Resources and Employee Relations.*

It was noted that the Service Recognitions Policy was adopted on 2 May 2013 as the result of motion 1213.EC.002. found in the

as an information item Motion 0708.EC.003.R regarding the keeping of a university-wide committee registry.

4. Susan Steele to seek permission from President Dorman to circulate (in advance of minutes being posted) the president's report to the university senate. If secured, these two reports (president and provost) should be circulated to the university community by the presiding officer of the university senate via the FrontPage digest email system.

5. Susan Steele to ensure that consultation with individuals who serve on university senate committees (in roles other than university senator) have the opportunity to offer suggestion for possible tokens of appreciation to recognize their service that would be meaningful to them (to possibly be added as a parallel practice to the current awarding of the

	online motion database at the url *http://senate.gcsu.edu/senate/view_motion.php?mid=557* *and that this circulation of the list for verification has yet to be implemented. After brief discussion, the consensus recommendation was to contact the recently hired Chief Human Resources Officer Leslie Pierce to acquaint her with this facet of the Service Recognition Policy. As current Presiding Officer of the University Senate, this responsibility fell to Susan Steele.* 4. ***Communication*** *Craig Turner offered for consideration of those present a suggestion that the reports to the university senate from the university president and the provost be distributed more widely in closer proximity to the university senate meeting at which they are delivered than is present practice. He observed that all members of the university community could read these reports from the university senate minutes which were typically posted closer to the following meeting of the university senate and that was typically four to five weeks after the reports were given to university senators. After brief discussion, the consensus opinion of those present was that this was a good idea and that it could be implemented by sharing the reports with the elected faculty senators of the executive committee who would in turn be responsible to share the information with their academic units OR these reports could be distributed to the university senators who would be charged to get the information to their constituencies. No*	university senate pins to university senators).

particular strategy was agreed upon for implementation. There was also consensus opinion that permission from each of the university president and provost should be secured prior to any implementation.

    a. **Concern** *A more general concern was offered during this discussion that sometimes the grapevine information is ahead of the official information on the campus network. There was agreement that there is always room for improvement in communication in any organization. No specific remedy was offered for implementation, yet it was noted that communication might be more direct in certain instances rather than flowing through the administrative chain.*

23 Jan 2015

1. **Committee Registry** Craig Turner shared a copy of Motion 0708.EC.003.R, a resolution from 2007-08 regarding the desire to maintain a registry of university-wide committees. Specifically the motion text reads as follows

   Whereas the primary goals are to support the governing concepts of transparent decision-making and shared information, specifically the sharing of information deemed relevant to the deliberations within the decision-making process, therefore be it resolved by the University Senate of Georgia College & State University that the University President identify an appropriate university official to maintain a registry of university-wide

committees or a master list of committees that

(1) provides appropriate information, including but not limited to membership rosters, committee charge, and committee meeting minutes,

(2) is accessible to members of the university community, and

(3) is periodically reviewed to determine the activity status of each committee.

A brief history of this matter was shared indicating that prior to this resolution, it was a university senate bylaw that ECUS maintain a registry of administrative committees. In both instances, the desire was to supporting the governing concepts of *transparent decisions making* and *shared information* as well as maintain a list of the committees that were both representative of the university as a whole and reporting to an administrator so that any member of the university community could (if interested) find out about the activity and deliberations of such committees. The motion implementor assigned [Paul Jones] is presently on leave. After some brief conversation, it was recommended that Susan Steele bring this matter to the attention of President Dorman as an information item.

2. **Administrative Report Circulation** As part of the communication item of 14 Nov 2014 executive committee secretary report (see above), the recommendation of circulating to the university community the reports given at university senate meetings by the university president and the provost as soon after the meeting as

feasible was revisited. It was noted that permission to circulate the provost report was obtained at the 14 Nov 2014 meeting of the executive committee with standing committee chairs directly from Provost Brown. To date, there had not been an attempt to secure such permission from President Dorman. After some brief discussion, the agreement was that Susan Steele should seek permission from President Dorman to circulate the president's report and if secured, these two reports (president and provost) should be circulated to the university community by the presiding officer of the university senate via the FrontPage digest email system.

3. **Tokens for Governance Service** Craig Turner suggested to those present that pins for service on the university senate not be exclusive to the university senators but also be awarded to those members who serve on committees in other capacities (faculty volunteers, appointees by SGA, Staff Council or the Chief Administrative Officers). There was general agreement with the spirit of the recommendation but not necessary the letter. After some discussion, there was agreement to consult with those presently serving in these other capacities to find out what token of appreciation would be a meaningful one for them, realizing this might not result in the awarding of a pin. Susan Steele agreed to ensure that this consultation is done.

4. **Minutes Cleanup** Craig Turner requested assistance on some *minutes cleanup* to obtain updates on the open actions charged

	at previous meetings of the executive committee. These included (1) the fraud awareness representative (Ben McMillan identified) (2) Orientation for Standing Committee Officers email (Susan Steele sent this email and received no responses) (3) Graduate Task Force representative (before a replacement could be named, the task force completed its work with Catherine Whelan serving as university senate representative).		
Library Senator Report **Ben Davis**	Ben Davis indicated that he had nothing to report as Library Senator		
V. Information Items Actions/Recommendations			
Risk Task Force Update **Susan Steele**	The risk assessment process has been completed and actions assigned to various Vice Presidents.		
USG Updates **Susan Steele**	The University System of Georgia (USG) has announced a number of changes and documents were made available for interested parties. These documents are also available on USG websites. • Oneusg designed to expand Shared Services • Affordable Learning Georgia • Changes in retiree healthcare benefits		
AAUP Redbooks (11th Edition) Purchase Any? **Craig Turner**	Ben Davis and Craig Turner noted that this book has been donated to the library and is available in the reference section and cannot be checked out of the library. Some of the previous editions of this book are available in the library in the general collection and available for checkout by patrons.		Susan Steele to ensure this topic is placed on the tentative agenda of a future ECUS or ECUS/SCC meeting.

	Further consideration of this matter (specifically whether to allocate university senate funds to purchase copies) was postponed to a future meeting of ECUS or ECUS-SCC due to lack of time for its deliberation.		
VI. Unfinished Business **Review of Action & Recommendations, Provide updates (if any) to Follow-up**			
Standing Committee Officer Orientation (SCOO) **Susan Steele**	_**22 Aug 2014** Susan Steele sought guidance from the committee on the implementation of a Standing Committee Officer Orientation for 2014-2015. Recently this orientation has been offered by email and customized to the needs of the individual officers rather than holding a formal face-to-face session as was done in years prior. Most officers have declined a formal orientation and seek out information as needed._	_**22 Aug 2014** ECUS members agreed that an opportunity for an orientation (training) should be extended to the current committee officers and that ECUS members were the likely suspects to supply such an orientation._	_**22 Aug 2014** Susan Steele to ensure that the opportunity for an orientation is extended by email to the officers of the 2014-15 committees of the university senate._ **23 Jan 2015** Susan Steele did email the officers of the standing committees receiving no responses that requested an orientation.

| Graduate Task Force (Replacement for Catherine Whelan)

Susan Steele	*22 Aug 2014 Susan Steele noted that as Catherine Whelan had rotated off the University Senate, she had resigned as university senate representative to the Graduate Task Force. Susan Steele indicated that Mandy Jarriel had expressed interest in serving. Lyndall Muschell noted that several individuals volunteered when the opportunity was presented in 2013-14 and that she would forward the names of these volunteers to Susan Steele by email. Provost Kelli Brown indicated that it was her understanding that the Graduate Task Force was likely to complete its work in September 2014.*	*22 Aug 2014 ECUS members agreed that Susan Steele should extend an email invitation to the members of the 2014-15 university senate inviting a volunteer to replace Catherine Whelan on the Graduate Task Force.*	*22 Aug 2014 Susan Steele to email the 2014-15 University Senate and seek a volunteer to serve on the Graduate Task Force.* **23 Jan 2015** The Graduate Task Force completed its work prior to the naming of a university senate representative to replace Catherine Whelan, who served on this task force as the representative of the university senate through completion of its work.
SoCC Bylaws

Susan Steele | *22 Aug 2014 Susan Steele noted that at the 24 Apr 2014 meeting of the University Senate, revisions to the university bylaws pertaining to the Subcommittee on the Core Curriculum (SoCC) were recommended to President Dorman by the University Senate. This recommendation has not yet received action (approval, veto) by President Dorman as he desires additional information on a couple of the details: in particular the definition of the term teaching representative. As President Dorman had extended regrets and was unable to attend this meeting, consideration of this matter was postponed to a future meeting of ECUS or ECUS-SCC. Provost Kelli Brown agreed to consult with President Dorman on this matter and keep him apprised on the brief discussion on this matter at this ECUS meeting.*
14 Nov 2014 Craig Turner indicated that the Subcommittee on the Core Curriculum | | *22 Aug 2014 Susan Steele to ensure that this matter be taken up at a future meeting of ECUS or ECUS-SCC (as necessary).*

3 Oct 2014 One of the items in the Presiding Officer Report was an update on the SoCC bylaws. The interested reader is invited to see that report in the 3 Oct 2014 minutes for the details.

23 Jan 2015 Susan Steele did ensure that this matter was taken up at meetings of ECUS or ECUS-SCC. |

	(SoCC) under the leadership of its Chair Julia Metzker had discussed the concerns of President Dorman to the proposed changes to the bylaws. The concerns were two in number: (1) a definition of teaching representative and (2) the eligibility and selection of SoCC Chair. Craig Turner went on to indicate that Julia Metzker had met with President Dorman and reached a compromise position on both issues and that Julia Metzker would be present at the 14 Nov 2014 3:30pm meeting of the Executive Committee with Standing Committee Chairs to share the details. **23 Jan 2015** This matter was considered at the 5 Dec 2014 meeting of the university senate and will be further considered (anticipating disposition) at the 13 Feb 2015 meeting of university senate		
Electronic Presence of the University Senate **Craig Turner**	*3 Oct 2014* *David Smith and Kelly Rickman of Enterprise Applications are revising the electronic presence of the university senate. Craig Turner is the university senate liaison for this initiative. David Smith, Kelly Rickman and Craig Turner met with Dr. Bryan Marshall, a faculty member in the College of Business who is the system administrator of the server that hosts the online senator database. Given the recent crash of this server which resulted in two years of lost data (this lost data has been re-entered), the discussion focused on migrating the online senator database to a server maintained by Enterprise Applications. Bryan Marshall was both receptive and supportive of this migration. While there are a number of details that must be attended to*		

prior to the actual migration, this migration is in progress.

14 Nov 2014
Craig Turner indicated that he had received the following information from David Smith and Kelly Rickman regarding the status of the recasting of the electronic presence of the university senate.
1. *David Smith reported that the migration of the data from the online senator database has been completed and is now housed on his personal computer as well as backed up in another location.*
2. *Kelly Rickman reported that the development of the front end of the online senator database – to request the various reports and to support access to these data by the user – is progressing and not yet complete.*
3. *Kelly Rickman reported that the file repository is now complete and functional.*
4. *David Smith has requested university server space for the recast of the university senate electronic presence. This request is presently under consideration.*

23 Jan 2015
Note: This report was not given orally at the meeting due to time constraints and inserted during the preparation of these minutes.
1. David Smith and Kelly Rickman of Enterprise Applications (under the leadership of James Carlisle) are the staff who are implementing the modifications to

	the electronic presence of the university senate.		
	2. Progress is being made – though there are other projects requiring attention and taking priority from time to time.		
	3. The latest action of note was the migration of the online senator database from a college of business server to a server maintained by the university information technology staff. This will be a more convenient place for this information and is a stop-gap measure while the new version of the online senator database is in preparation. The links to the online senator database have been updated on both the green page (us.gcsu.edu) as well as the senate.gcsu.edu sites and this migration should be seamless to any browser of the university senate web presence.		

Elected Faculty Senator Elections Oversight	*3 Oct 2014*		*3 Oct 2014*
	The oversight of elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.		1. *John Swinton to ensure that the letters to deans, with the appropriate appendices, are drafted.*
	The recent practice has been that the Presiding Officer of the University Senate shares letters with the academic deans of colleges and the library at an academic leadership meeting. These letters and their appendices have been prepared by the Chair of the Subcommittee on Nominations and the Presiding Officer of the University Senate.		2. *Susan Steele to share these letters and their appendices with the deans at an academic leadership meeting.*
			14 Nov 2014
	John Swinton, Chair of the Subcommittee on Nominations and Susan Steele, Presiding Officer of the University Senate agreed to follow the recent practice for the 2014-2015 academic year. Specifically, John Swinton will ensure that the letters to deans, with the appropriate appendices, are drafted and Susan Steele will share these letters and their appendices with the deans at an academic leadership meeting.		1. *John Swinton ensured that the letters to deans, with the appropriate appendices, are drafted.* 2. *Susan Steele to ensure that these letters are delivered to deans*
			23 Jan 2015
			1. Susan Steele did ensure that these letters and their appendices were delivered to deans.
	II.Section2.A.3. Election Process. The faculty of each College and the Library shall determine a constituency and an election procedure for each elected faculty senator position apportioned to their respective academic unit, subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section 2.A.1. College Deans and the University Librarian shall ensure that (1) the aforementioned election procedure and specification of the constituencies from their respective academic		

	unit are submitted in writing to the Executive Committee no later than December 1 and (2) the elections within their unit are implemented according to unit procedures and the results are reported to the Executive Committee no later than February 1. These procedures and results shall be archived in an appropriate format. The Executive Committee shall announce the results of the College and Library Elections to the University Community no later than February 6.	

At-Large Elected Faculty Senator Election	*3 Oct 2014*		*3 Oct 2014*
	The implementation of at-large elected faculty senator elections is an ECUS function. The relevant university senate bylaw is provided below.		*John Swinton to draft an at-large election process for ECUS review at a future meeting.*
	John Swinton agreed to serve as point person for the at-large election to be held during the 2014-2015 academic year. In particular, he will draft an at-large election process for ECUS review at a future meeting.		**23 Jan 2015** 1. John Swinton did draft an at-large election process for ECUS review. 2. John Swinton to take point and ensure the at-large election process is implemented.
	II.Section2.A.4. At-Large. The Executive Committee shall determine an election procedure and conduct the elections for each of the at-large elected faculty senator positions subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section2.A.1. The results of such elections shall be announced to the University Community no later than March 1.		
	23 Jan 2015 The draft of the at-large election process that was prepared by John Swinton was reviewed by those present. In particular, this included review of the timeline (including nominations, eligibility confirmation, voting, reporting of the election results) as well as tiebreaker and replacement language. The draft was endorsed (as presented) by all who were present. The process charges the Chair of the Subcommittee on Nominations (John Swinton) to coordinate the implementation of the at-large election process.		
Internal Audit of Policies, Procedures and Practices	*14 Nov 2014*		

Manual (PPPM) and the University Senate Online Motion Database **Susan Steele** **John R. Swinton** **Craig Turner**	*John R. Swinton and Craig Turner reported on the ongoing internal audit of the PPPM and the University Senate Online Motion Database by Julia Hann. In short, the report was that such an internal audit had been made and a meeting of Julia Hann, Provost Kelli Brown, Associate Provost Tom Ormond, Matthew Buchanan, Susan Steele, John R. Swinton, and Craig Turner had been scheduled for Wed 10 Dec 2014 at 3:00PM. At the meeting, more details will be shared and these details will subsequently be shared at a future meeting of Executive Committee. The preliminary information that had been provided by Julia Hann via email was distributed to Benjamin Davis and Lyndall Muschell to keep them in the information loop.*		
VII. New Business Actions/Recommendations			
(S)election/Appointee of University Senators Oversight **John R. Swinton**	It was noted that the executive committee has the responsibility of oversight of the selection and election of university senators for the 2015-16 university senate. This includes the elected faculty senator elections of academic units (results due by 1 Feb 2015), the selection of staff senators (due by 1 Mar 2015), the selection of student senators (due by 31 Mar 2015), and presidential appointees (due by 7 Apr 2015). Lyndall Muschell asked John Swinton to contact the new dean of the college of education, who just started 1 Jan 2015, to bring him up to speed on the elected faculty senator elections expectations. John Swinton agreed to follow-up with deans and remind each that the elected faculty senator election results are due no later than 1 Feb 2015. John Swinton also agreed to follow up with staff council and student government association.		1. John Swinton to remind deans of elected faculty senator results due. 2. John Swinton to work with staff council leadership to ensure the naming of selected staff senators for the 2015-16 university senate. 3. John Swinton to work with the leaders of the student government association to ensure the naming of selected student senators for the 2015-16 university senate.

Appointees to University Senate Committees Oversight **John R. Swinton**	The Subcommittee on Nominations is responsible to prepare a slate of nominees for service on the committees of the 2015-16 university senate and complete this work by 7 Apr 2015. This includes the naming of appointees by the chief administrative officers, staff council, and student government association.		
Annual Report Process	According to the university senate bylaws, the committee annual report template and due date are to be determined by the executive committee in consultation with the standing committee chairs. It was agreed that this consultation will occur at the 23 Jan 2015 3:30-4:45 meeting of the executive committee with standing committee chairs. It was noted that in 2013-14, the due date for these annual report was the Wednesday prior to the organizational meeting of the university senate. A proposal to back that up a week and select a due date of Wed 22 Apr 2015 was offered and this was accepted as the due date to be shared as a starting point in the consultation with the standing committee chairs. There were no recommendations for modifications to the committee annual report template.		
University Senate Recognitions **Susan Steele**	While university senate recognitions include pins for new university senators (awarded only once to an individual at the commencement of their first term of service as a university senator) and certificates to recognize the completion of a term of service as university senator, committee member, or officer, the conversation focused on the certificates. In particular, Susan Steele sought guidance on the logistics of certificate preparation from Lyndall Muschell who had		Susan Steele to ensure that certificates of recognition are prepared for 2014-15.

	ensured the preparation of certificates in 2013-14. The main points were that the office of the president had supplies (paper stock) and printing facilities while the graduate assistant had assisted with the preparation of the text for inclusion on the certificates using a mail-merge last year. Lyndall Muschell indicated that she could share the documentation and any template she had from last year.		
2015-2016 Governance Calendar **Susan Steele**	Susan Steele noted that the preparation of the governance calendar was an executive committee function and invited a volunteer to serve as point for its preparation. Craig Turner volunteered. All present were agreeable to this appointment. There were concerns about the reception of regrets for university senate meetings in which it was stated that a college, department or other unit meeting was the reason for the regrets. This was deemed to be unfortunate. There was a desire to have as part of the campus culture the ideal that those scheduling meetings involving individuals participating in shared governance (serving on the university senate and/or its committees) should strive to select meeting times that do not conflict with meetings of university senate or its committees. A suggestion to seek support from the university president and provost in promoting this cultural practice was made and all present were in favor of doing this. The selection of a date for the 2015-2016 state of the university presidential address had been requested and it was noted that historically this date is determined by the university president and simply advertised (listed) on the governance calendar.		1. Craig Turner to prepare a draft of the 2015-16 governance calendar for review by members of the executive committee. 2. Susan Steele to obtain from President Dorman a date for the state of the university address for inclusion on the 2015-16 governance calendar. 3. Susan Steele to seek support from both President Dorman and Provost Brown to encourage the campus meeting planners to try to avoid scheduling meetings that would introduce conflicts for participants in meeting of university senate or its committees.

| University Senate Retreat

Susan Steele | 1. **Chair** Susan Steele noted that it was time to begin work on planning the 2015 governance retreat. It was noted that the previous three governance retreat committees were chaired by the presiding officer elect. In light of this information, John Swinton agreed to chair the 2015 governance retreat planning committee. Both Susan Steele and Lyndall Muschell agreed to share their notes as previous planners.
2. **Invitees** There was agreement to continue the practice of inviting all members of the 2015-16 university senate and/or its committees to attend the retreat.
3. **Cancel or Continue** While the attendance for 2014 was low and a suggestion to consider discontinuing the governance retreat was briefly entertained, it was ultimately recommended by all present to continue to have a governance retreat. Among the reasons for doing so were: it is a valuable tone-setting event that is a good fresh start to the university senate year and encourages participants to commit to service on the university senate and/or its committees.
4. **Scheduling** In recent years, the retreat has been scheduled during the week prior to the first day of fall classes and scheduled to not coincide with the university assessment day. The suggestion was to consider the Tuesday prior to the first day of fall 2015 classes. Craig Turner was asked to pencil the retreat in on this date on the 2015-16 governance calendar.
5. **Venue** In recent years the venue for the retreat has been Rock Eagle. A thorough | | 1. John Swinton to chair the planning committee of the 2015 governance retreat.
2. Craig Turner to pencil in (on the governance calendar for 2015-16) the governance retreat on the Tuesday prior to the first day of fall 2015 classes. |

	search was made for venues a couple years back and while other sites that could accommodate a group of our size were identified, none were as affordable as Rock Eagle. The West Complex, while viable, is perceived to have the drawback of people popping in and out throughout the day due its proximity to the main campus. While the venue for the 2015 retreat is decidedly not yet selected, Rock Eagle is a frontrunner for the site at this time.		
Editorial Revisions to the University Senate Bylaws **Craig Turner**	Earlier in the academic year, John Swinton noted an errant reference to the *Subcommittee of Nominations* (its current name) as *the Committee on Nominations* (its original name) in the university senate bylaws and brought this observation to the attention of Craig Turner. This ultimately triggered Craig Turner to review the bylaws more comprehensively for other matters in need of editorial revision. Craig Turner circulated a summary of this review to the other members of Executive Committee prior to this meeting. As the summary list was reviewed during the meeting, there was unanimous agreement that all the recommended revisions were editorial in nature. Further, those present were supportive of the adoption of all of the proposed editorial revisions. This is an authority (to adopt proposed editorial revisions to the university senate bylaws) the executive committee is given in the university senate bylaws. To comply with the university senate bylaws revisions process (for editorial revisions), the next and final step is to report the editorial revisions to the university senators at a university senate meeting. This		1. Susan Steele to ensure the editorial revisions of the university senate bylaws adopted by the executive committee (ECUS) are reported to the university senate at its 13 Feb 2015 meeting.

	will be done at the next meeting of university senate scheduled for 13 Feb 2015. A summary list of the editorial revisions is attached as a supporting document to these minutes.	
VIII. Next Meeting (Tentative Agenda, Calendar)		
1. Calendar	13 Feb 2015 @ 2:00pm Univ. Senate A&S 2-72 27 Feb 2015 @ 2:00pm Univ. Senate committees 27 Feb 2015 @ 3:30pm ECUS/SCC Parks 301	
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.	Susan Steele will ensure that such items (if any) are added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.
IX. Adjournment	As there was no further business to consider, a **MOTION** *to adjourn the meeting* was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:30 pm.

Distribution:

First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by:_____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
COMMITTEE OFFICERS: SUSAN STEELE (CHAIR), JOHN SWINTON (VICE-CHAIR) CRAIG TURNER (SECRETARY)
ACADEMIC YEAR: 2014-2015

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates	08-22-14	10-03-14	11-14-14	01-23-15	02-27-15	04-03-15	Present	Regrets	Absent
Kelli Brown *Provost*	P	R	R	R			1	3	0
Ben Davis *EFS; Library*	P	P	P	P			4	0	0
Steve Dorman *University President*	R	R	R	R			0	4	0
Lyndall Muschell *EFS; CoE; ECUS Chair Emeritus*	P	P	P	P			4	0	0
Susan Steele *EFS; CoHS; ECUS Chair*	P	P	R	P			3	1	0
John Swinton *EFS; CoB; ECUS Vice-Chair*	P	P	P	P			4	0	0
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P	P	P			4	0	0